

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee  
**FROM:** Joyce Ealy, Chairman  
**TIME:** Thursday, December 9, 2010 – 5:30 P.M.  
**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
  - A. Financial Report
  - B. Recommendation Regarding Narcotic Management Program  
(Contingent Upon Insurance Committee Approval)
5. Request from Property Assessor to Upgrade a Position
6. General Fund Budget Amendments
  - A. Pet Adoption & Welfare Services
  - B. County Clerk/Sheriff's Department:
    - a. Agreement to Transfer Position
    - b. Budget Amendments
  - C. Sheriff's Department/Human Resource Department:
    - a. Agreement to Transfer Position
    - b. Budget Amendment
    - c. Request to Upgrade Two Positions
  - D. Information Technology
7. Ambulance Service Fund Budget Amendment
8. Recommendation to Accept Offer from Tennessee Department of Transportation  
for Easements
9. Resolution to Renew \$10 Million 2008 General Capital Outlay Notes
10. 2011-12 Budget Calendar
11. Other Business

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**To also include items that may be forwarded by Public Works  
Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the November 4, 2010 Budget Committee Meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will be presenting the Fund Condition Report for the month ending November 30, 2010.
4. The Insurance Director will present the monthly Insurance Financial Report.

The Insurance Director will request approval of a Narcotic Management Program contingent upon Insurance Committee approval. The Insurance Committee will be meeting on Thursday, December 9.

5. The Property Assessor will be requesting approval to upgrade Position 1254 from a pay grade 3, step 2, Data Processing Analyst, to a pay grade 5, step 1, Mapper. While this action will not cause an increase to the 2010-11 budget because Position 1254 has not been filled all year; it will cause an automatic increase of \$6,557 to the payroll budget for 2011-12.
6. General Fund Budget Amendments:

- A. The PAWS Director will be requesting approval of the following budget amendment to provide additional funding for the Custodial Supplies and Other Supplies & Materials Accounts utilizing contributions that have been received during the current Fiscal Year for the PAWS Department:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 5,000
Increase Expend.:	101-55120-410 – Custodial Supplies -	\$ 2,000
	101-55120-499 – Other Supplies/Materials -	3,000

- B. The County Mayor, County Clerk and the Sheriff will be requesting approval of an Agreement to Transfer Position authorizing the transfer of the Wheel Tax/Litter Collection position from the Rutherford County Mayor's authority to the Rutherford County Sheriff's Department. The Wheel Tax/Litter Collection position shall remain a pay grade seven, step 10. The title of the Wheel Tax/Litter Collection officer shall change to Sergeant-Wheel Tax/Litter Collection Field Training Officer.

The County Clerk will be requesting approval of the following budget amendment reducing the payroll budget for the County Clerk's Office, transferring the Wheel Tax Officer position out of the department as of December 20, 2010:

Decrease Expend.:	101-52500-106 – Deputies -	\$ 28,597
	101-52500-201 – Social Security	1,774
	101-52500-204 – State Retirement	3,615
	101-52500-205 – Employee Insurance -	4,428
	101-52500-209 – Disability Insurance -	63
	101-52500-212 – Employer Medicare -	415

Increase Unassigned Fund Balance: 101-39000 - \$ 38,892

The Sheriff's Department will be requesting approval of the following budget amendment to provide additional funding to pay the Sergeant – Wheel Tax/Litter Collection Field Training Officer for the remainder of the Fiscal Year effective December 20:

From:	101-39000 – Unassigned Fund Balance -	\$ 12,921
To:	101-54110-189 – Other Salaries/Wages -	\$ 10,724
	101-54110-201 – Social Security -	664
	101-54110-204 – State Retirement -	1,355
	101-54110-209 – Disability Insurance -	23
	101-54110-212 – Employer Medicare -	155

## Explanation of Agenda Items (cont'd)

- C. The Sheriff and the Human Resource Director will be requesting approval of an Agreement to Transfer Position authorizing the transfer of a Patrol Officer position to the Human Resource Department. The position shall remain a pay grade five, step three. The title of Patrol Officer position shall change to Human Resource Coordinator. The Human Resource Coordinator position shall be posted and the best qualified and most suited individual will receive the position.

The Human Resource Director will be requesting approval of the following budget amendment to provide additional funding to pay the Human Resource Coordinator for the remainder of the Fiscal Year effective December 20:

From: 101-39000 – Unassigned Fund Balance -	\$ 25,971
To: 101-51310-189 – Other Salaries/Wages -	17,873
101-51310-201 – Social Security -	1,110
101-51310-204 – State Retirement -	2,260
101-51310-205 – Employee Insurance -	4,428
101-51310-209 – Disability Insurance -	40
101-51310-212 – Employer Medicare -	260

The Sheriff's Department will be requesting approval to upgrade Positions 1450 and 1956 from pay grades 4, Civil Warrants Officers, to pay grades 5, which will require the positions to be certified officers. The positions will remain at pay grades 4 until the officers are certified.

- D. The Information Technology Department issued a purchase order for office furniture at the end of the Fiscal year 6-30-10. Another purchase order was issued at the beginning of the current year to complete the purchase of furniture. The Information Technology Director will be requesting approval of the following budget amend to properly record the expenditure:

From: 101-39000 – Undesignated Fund Balance -	\$12,612
101-52600-411 – Data Processing Supplies -	5,958
To: 101-52600-711 – Furniture/Fixtures -	\$18,570

7. The Ambulance Service Director will be requesting approval of the following budget amendment to provide additional funding for the Maintenance and Repair of Vehicles. The cost of vehicle maintenance has increased due to the age and mileage of the vehicles:

From: 118-34730 – Assigned for Public Health & Welfare -	\$80,000
To: 118-55130-338 – Maint./Repair Vehicles -	\$80,000

8. The Property Management Committee has forwarded a recommendation to the Budget Committee to accept an offer from the Tennessee Department of Transportation to acquire real property for the widening of Highway 99 in front of the jail. The offer is \$36,200 to acquire the easements.
9. The Finance Director will be requesting approval of a Resolution to renew the \$10 Million 2008 General Capital Outlay Notes.
10. A proposed 2011-12 Budget Calendar will be presented to the committee for approval.
11. Other Business